



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463 June 16, 2004

RQ-2

Michael Prohaska, Treasurer
Mason Tenders District Council of Greater
New York & LI PAC
266 West 37th Street, Suite 1150
New York, NY 10018

Response Due Date:
July 16, 2004

Identification Number: C00337733

Reference: April Quarterly Report (1/1/04-3/31/04)

Dear Mr. Prohaska:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **An adequate response must be received at the Commission by the response date noted above.** An itemization of the information needed follows:

-Line 11(a)(ii) of the Detailed Summary Page discloses \$219,718.60 in unitemized receipts from individuals/persons other than political committees during the reporting period. Please clarify whether this figure includes any receipts from a single source that aggregate greater than \$200 in the calendar year. If this is the case, please amend your report(s) by itemizing the receipts on Schedule A supporting Line 11(a)(i). 2 U.S.C. §434(b)(2)(A) and (3)(A)

-Itemized disbursements must include a brief statement or description of why the disbursements were made. Please amend Schedule(s) H4 of your report to clarify the following description(s): "administrative expense," "adp fees," "fringe benefits," and "reimbursed expenses (see memos RAA 3/17)." For further guidance regarding acceptable purposes of disbursements, please refer to 11 CFR §104.3(b)(3).

-Schedule H4 supporting Line 21(a) of your report discloses \$201,030.33 in memo entries that appear to be shared federal and non-federal operating expenses. Please be advised that memo entries are used to disclose

additional information about an itemized transaction and the amount of the memo entries are not included in the total receipts or disbursements for the report. Please clarify these apparent disbursements.

-On Schedule H2, you failed to check either the fundraising or direct candidate support box(s) for the "Administrative" activity/event. Please be advised that Schedule H2 is used to disclose the allocation ratios for fundraising and direct candidate support activity. Furthermore, the ratio for shared federal and non-federal administrative expenses should be derived from the "funds expended" method as disclosed on Schedule H1. Please clarify whether the activity/event on Schedule H2 was properly disclosed and amend your report as appropriate.

Unlike previous election cycles, you will not receive an additional notice from the Commission on this matter. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. **Requests for extensions of time in which to respond will not be considered.** Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

Electronic filers must file amendments (to include statements, designations and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you should have any questions regarding this matter or wish to verify the adequacy of your response, please contact me on our toll-free number (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division) or my local number (202) 694-1152.

Sincerely,



Kristen Davis
Campaign Finance Analyst
Reports Analysis Division

